



# Memo

**Date:** August 26, 2019

**To:** All Priests, Deacons, Principals, DREs, Business Managers, and Department Directors

**From:** Most Reverend Bernard E. Shlesinger III, Vicar General, Auxiliary Bishop, Director of Priest Personnel

**Re:** Archdiocesan Procedures for Visiting Priests and Deacons

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Pursuant to the following archdiocesan policies, Bishop Joel Konzen, Diocesan Administrator, is happy to grant faculties to visiting priests and deacons wishing to minister in any of our parishes, schools, or agencies:

For priests and deacons ministering in the Archdiocese for a period up to fourteen (14) days, the following is required:

- Written confirmation of the invitation of the priest or deacon by the pastor, principal or agency director (email is acceptable)
- An appropriate letter of suitability from the ordinary for priests and deacons or the provincial or superior in the case of order priests or religious.\*

For priests and deacons ministering in the Archdiocese for a period of fifteen (15) days or longer, the following official forms of the Archdiocese of Atlanta are required:

- Written confirmation of the invitation of the priest or deacon by the pastor, principal or agency director (email is acceptable)
- Statement of their ordinary/provincial
- Background Investigation Consent Form
- Attend a VIRTUS Protecting God's Children live session. To schedule: <https://archatl.com/ministries-services/safe-environment/virtus-protecting-gods-children/>
  - o If you have completed VIRTUS training in another diocese that information can be transferred to the Archdiocese of Atlanta.

- Read the Safe Environment policies, the Standard of Conduct booklet and sign the Acknowledgement form. <https://archatl.com/ministries-services/safe-environment/policies-and-procedures/>
- For clergy visiting from outside the US:
  - o Color copy (front and back) of passport and driver's license
  - o International forms (see contact below for more information)

**Notes regarding payments to visiting international priests who DO NOT have an R-1 Visa:**

For members of a religious order, a check may be made payable to the order.

For a diocesan priest, a check made be payable to his diocese.

In either case, without an R-1 Visa, payments cannot be made directly to the visiting priest. Payments should be coded as a gift to either the religious order or the diocese. It is highly recommended that the payer keep copies of the visa and the check for audit purposes.

For visiting **priests**, please contact **Joy Place, at 404-920-7307 or e-mail [jplace@archatl.com](mailto:jplace@archatl.com)** and for visiting **Deacons**, please contact **Kath Owens, at 404-920-7328 or e-mail [kowens@archatl.com](mailto:kowens@archatl.com)** immediately upon extending an invitation to a visiting priest or deacon, as the background reporting process takes as long as eight (8) weeks. Communication with the visiting clergy member and follow through with the requisite paperwork will be conducted by the Office of the Chancellor, culminating in the issuance of the letter granting faculties.

These policies are in place to protect God's faithful and those of us who have been entrusted with the responsibility of ministry. It is of utmost importance that these policies be followed, and your endorsement and cooperation are most appreciated. Please do not hesitate to contact us if you have any questions regarding these procedures. Thank you.

\*Appropriate letters of suitability follow the format provided by the USCCB

# STATEMENT OF THE ORDINARY/PROVINCIAL

This is to verify that \_\_\_\_\_ is a Priest in good standing of \_\_\_\_\_.

(Diocese/Religious Order)

I have carefully reviewed our personnel and other records which we maintain, and I have consulted with those who served with the above priest in the works he has been assigned under our authority. Based on these inquiries, and upon personal knowledge, I assure you that \_\_\_\_\_ is a person of good moral character and reputation and is qualified to serve in an effective and suitable manner as a priest in the Archdiocese of Atlanta. I have no reason to suspect that the above-mentioned priest is unfit for service as a priest. I therefore certify and affirmatively represent without qualification that he has:

1. Never been suspended or otherwise canonically disciplined.
2. Undergone a background screening on (date)\_\_\_\_\_ and the results are clear.
3. Manifested no behavioral problems in the past that would indicate he might deal with people, including minors, in an inappropriate manner.
4. Never been involved in an incident which called into question his fitness or suitability to fulfill the responsibilities and duties of his priestly ministry.
5. No other particular mental or physical attribute, condition, and/or past situation which would adversely affect his performance of priestly ministry.
6. Has never been proven guilty of any act of sexual misconduct involving a minor or an adult.
8. Never been accused of any criminal conduct or acts of violence.
9. Never has been treated for mental illness, alcohol or substance abuse problem.
10. Good health and not in need of medical treatment.

I affirmatively represent that the above-mentioned priest is fit to be a parish priest. I understand that the Archdiocese of Atlanta will rely on this certification in order to issue faculties to the above-mentioned priest and that the Archdiocese will issue faculties to the above-mentioned priest upon receipt of a signed copy of this certification, whereby Your Diocese/Religious Order attests to these representations.

I hereby grant him permission to engage in pastoral ministry in the Archdiocese of Atlanta. Time limit for this permission: \_\_\_\_\_.

A letter granting faculties may be mailed to his address: \_\_\_\_\_

Please name the parish Father will be assigned to, if he has already been in contact with a pastor: \_\_\_\_\_.

Signature of Ordinary, Provincial or their Delegate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SEAL